

899003/92

Revised

CITY OF RIVERSIDE
HUMAN RESOURCES DEPARTMENT
CLASSIFICATION SPECIFICATION

TITLE: **CITY ATTORNEY**

DEFINITION

Under general direction of the City Council, to plan, organize, direct and coordinate the City's legal services; to serve as a legal advisor to the City Council, City Manager, all City department heads, and various boards and commissions; to personally perform the most complex and important legal work; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

REPORTS TO: City Council

SUPERVISION RECEIVED AND EXERCISED

Receives policy direction from the City Council. Exercises administrative direction over supervisory, professional, para-professional and clerical staff.

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

- Represent and advise the City Council and all City officers in all matters of law pertaining to their office.
- Direct and participate in the development and implementation of goals, objectives, policies and priorities.
- Plan and direct drafting of ordinances, resolutions, contracts, deeds, leases and other legal documents.
- Direct the preparation of cases for trial and the investigation of claims or complaints by or against the City; try the more important cases before higher courts.
- Attend all regular meetings of the City Council.
- Approve the form of all contracts made by and all bonds given to the City, endorsing same.
- Direct the preparation of legal opinions for City departments, the City Council, boards and commissions.
- Oversee services provided by outside legal specialists engaged by the City for special legal problems.
- Represent the City before other governmental bodies and agencies to promote the interests of the City.
- Represent the City in the community and at professional meetings.
- Direct the preparation and administration of the department budget.
- Direct the coordination of legal activities with other City departments and divisions and outside agencies.
- Select, supervise, train and evaluate assigned staff.

QUALIFICATIONS

Knowledge of:

- Legal principles and practices, including civil, criminal, constitutional and administrative law and procedure.
- Ordinances, statutes and court decisions relating to municipal entities.
- Judicial procedure and rules of evidence.
- State-of-the-art methods of legal research.
- Established precedents and sources of legal reference applicable to municipal activities.

Ability to:

- Communicate clearly and concisely, orally and in writing.
- Organize, interpret and apply legal principles and knowledge to complex legal problems.
- Present statements of law, fact and argument clearly and logically.
- Prepare and present difficult cases in court.
- Conduct research on complex legal problems and prepare sound legal opinions.
- Properly interpret and make decisions in accordance with laws, regulations and policies.
- Establish and maintain effective working relationships with employees, public officials, other departments and agencies, and the general public.

Education and Experience:

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Equivalent to a Juris Doctor Degree from a law school.

Experience: Five years' progressively responsible experience in municipal law.

MEDICAL CATEGORY: Group 1

NECESSARY SPECIAL REQUIREMENT

Licensed to practice law in the State of California and engaged in the practice of law for at least five years prior to appointment.

CAREER ADVANCEMENT OPPORTUNITIES

FROM:

TO: